

Passionate and dedicated professional with 10+ years of experience in the education sector, committed to empowering individuals through vocational rehabilitation and personalized support. Skilled in guiding clients toward meaningful employment and educational success while ensuring program compliance and integrity. A strong problem-solver and communicator, fostering positive relationships with students, educators, service providers, and stakeholders to create inclusive, effective learning and career pathways. Known for a people-first approach, collaboration, and a steadfast dedication to helping others achieve their full potential.

## AREAS OF EXPERTISE

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- Program Budgeting & Financial Planning for Special Needs Services
- Expense Forecasting & Cost Management for Client-Centered Support
- Case Management & Compliance Oversight for Special Needs Individuals
- Client Advocacy & Personalized Support Services
- Stakeholder Collaboration & Relationship Building with Families, Educators, and Service Providers
- Data Management & Reporting for Special Needs Programs
- Resource Allocation & Service Coordination for Inclusive Programs
- Performance Tracking & Program Evaluation for Special Needs Services

## PROFESSIONAL EXPERIENCE

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### **K12 Scholars (Education, Vocational, ABA & BIS)**

**New York – 2014 – Present**

#### **Director**

Lead the preparation of monthly financial reports, including Profit and Loss Statements, Balance Sheets, and Statements of Cash Flows, ensuring accurate tracking of program costs and resource allocation.

- Support the development and implementation of educational programs by managing financial aspects such as budgeting, cost analysis, and ROI calculation for new initiatives.
- Oversee logistics operations, including the efficient management and distribution of materials, resources, and inventory to ensure program success.
- Implement accounting policies and procedures that align with the organization's educational goals, ensuring financial transactions are compliant with standards for program funding.
- Work closely with internal teams to assess program performance, identifying opportunities for financial and operational improvements, and supporting continuous enhancement of services.
- Coordinate with auditors to ensure the integrity of financial data and transparency during program assessments and audits.

### **Smart Start Centers (Life Skills, Center Based Services)**

**New York – 2022 – Present**

#### **Director**

Lead the design and implementation of new educational and extracurricular programs, ensuring alignment with the needs of students and the organization's goals.

- Collaborate with internal teams to plan, coordinate, and manage resources, ensuring smooth execution and operational success of all programs.
- Develop and maintain strong relationships with clients, students, and community partners to support program growth and foster engagement.

## EDUCATION

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- Bachelor of Commerce in Accounting, Delhi University, Delhi, India (1997-2000)
- Master of Management and Marketing, Annamalai University, Chennai, India (2001-2003)
- Certification in Business Administration, Annamalai University, Chennai, India (2002-2003)